

# Shiawassee County Community Mental Health Authority

## Human Resources Committee

April 3, 2017

**Members Present:** Paul Wiese (Chair), Janelle Hughes, Jeanne Ladd

**Members Excused:** Vicki Bocek

**Others Present:** Deb Hoenshell; Human Resources Coordinator, Jamie Burke (Executive Assistant)  
(Minutes)

Topic	KEY DISCUSSION	MOTION/ACTION
1. Called to Order		The meeting was called to order at 5:32 p.m. by Paul Wiese.
2. Approval of the Agenda		<b>MOTION BY LADD, SUPPORTED BY HUGHES</b> to approve the agenda as presented. All ayes, motion carried.  <b>MOTION BY HUGHES, SUPPORTED BY LADD</b> to excuse Vicki Bocek from this meeting. All ayes, motion carried.
3. Public Comment	There was no public present.	
<b>NEW BUSINESS</b>		
4. Family and Medical Leave Policy	D. Hoenshell informed the committee that this policy was once discontinued, and the agency would like to reinstate it.	<b>MOTION BY LADD, SUPPORTED BY HUGHES</b> to recommend to the full board approval of the HR Policy-Family and Medical Leave Policy. All ayes, motion carried.
5. Salary Study	D. Hoenshell stated that J. Walden asked that the agency complete a salary study before the next negotiation. D. Hoenshell stated that we submitted our information to the Salary Matters company. The committee asked how our agency compares to others.  Discussion of Employee Turnover. The committee discussed completing the Employee Satisfaction Survey again.	The information provided will be reviewed by the committee and brought to the next committee meeting.  <b>ACTION:</b> D. Hoenshell will develop an employee turnover report for the past 5 years and a summary of exit interviews with reasons why employees are leaving to bring to the next meeting.
6. Next meeting		The next meeting will be June 5, 2017 at 5:30 p.m.

7. Adjourn		<b>MOTION BY HUGHES, SUPPORTED BY LADD</b> to adjourn the meeting at 6:04 p.m. All ayes, motion carried.
------------	--	--

These minutes were approve by the SCCMHA Board of Directors on April 24, 2017.